

Historic Resources Specialist I, Mississippi Landmarks Coordinator

Technical Preservation, Historic Preservation Division

Starting Annual Salary: \$29,500.00

Application deadline: July 1, 2019

To apply for this position online, submit a digital application via the Mississippi State Personnel Board.

If you would like more information about the application process please contact the MDAH human resources office at 601-576-6865.

Job details

This is highly professional work that involves thorough research and independent decision making. Specific duties will include office administration of the Mississippi Landmark program, public outreach relating to the Antiquities Law of Mississippi, and coordination with MDAH staff and state and local governmental entities. Incumbents in this classification exercise program supervision and organizational skills. Regular travel throughout the state for site visits and fieldwork is required.

Essential functions

The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

- Proficient writing and public speaking skills.
- Office administration.
- Prepares recordation and permit documents for Mississippi Landmark properties.
- Assists property owners and local governments with technical reviews.
- Helps promote historic preservation through the Mississippi Landmark program.

Education and experience must meet the following criteria:

- Bachelor's degree from an accredited four year college or university, with preference given to degrees in history, historic preservation, architecture, architectural history interior design, construction management, and planning.

MDAH is an Equal Opportunity Employer.